



Math N' More

Math N' More
Atlanta GA 30308
www.mathnmore.life
Phone: 470-740-MATH (6284)
Email: info@mathnmore.life

Math N' More Operation's Intern (Remote)

Job Level: Entry (6 – 12 months)
Start Date: Immediate Opening
Reports to: Chief Executive Officer

About Math N' More:

Math N' More is an independent math consulting firm, offering mathematical solutions and educational services for families and schools to take their skills to the next levels.

Mission and Vision:

To provide scholars, families and schools with proper math, and educational services to ensure there is a clear pathway of success.

Scholars will become confident in their abilities to achieve mathematically, instructors will gain confidence in instructional delivery and parents will have more support meeting their child's educational needs.

* More information can be found on the website: www.mathnmore.life

Responsibilities:

- Manage Math N' More events and calendars
- Design and execution of social media campaigns (Twitter, Instagram, LinkedIn, etc.)
- Create daily, weekly and monthly editorial calendars to promote Math N' More on various social media websites
- Create and distribute content for email marketing components of communications campaigns
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Support Math N' More during live and online events
- All other duties as assigned

Competencies:

- A commitment to Math N' More mission and core values
- Strong written and verbal communication skills
- An ability to build and maintain a strong, positive school and stakeholder culture
- Possess personal integrity and a strong moral and ethical character
- A belief in high standards, accountability for all and continuous improvement
- A goal- setter with boundless energy who goes "above and beyond" what is expected
- Demonstrates poise, tact and diplomacy; approachable, accessible and highly visible
- A positive and enthusiastic consensus---builder

Qualifications:

- High School Diploma/GED, pursuing a college degree in marketing, journalism, public relations, communications, multimedia, publishing or editorial preferred.
- Ability to work independently on multiple work streams.
- Experience with Zoom and Canvas.
- Proven ability to work effectively within a collaborative team setting.
- Ability to handle confidential information in a mature, professional manner.
- An eagerness to learn and a growth mindset.

Compensation:

- Unpaid
- Internship credit with university approval.

To Apply:

- Send resume and cover letter to info@mathnmore.life, with Operations Intern 2021 in the subject field